**Checklist for IBN articles**

[x]  Check each box, and submit this checklist with submitted article

**Title:**

[ ]  Capitalize first letter of all words except minor words like ‘and’, ‘in’, ‘of’, ‘the’

[ ]  Do not list scientific name for bear species

[ ]  Do not use local place names that people won’t know

[ ]  Flush left (not centered)

**Authors:**

[ ]  List under title before text, left justified, each of the following on a separate line

[ ]  Name

[ ]  Member (or Co-chair), Expert team, IUCN SSC Bear Specialist Group (where appropriate)

[ ]  Other affiliation

[ ]  City, state, country (street address not necessary)

[ ]  Email (required for corresponding author; optional for other authors)

[ ]  If same affiliation and address for multiple authors, list all separately

[ ]  No footnotes or asterisks

**Text format:**

[ ]  1.5 line spacing throughout, 1 space after periods at end of sentence.

[ ]  Paragraph indent, no extra line space between paragraphs

[ ]  Left justified (not full justified)

[ ]  List scientific name for all species at first mention, including bears (except domesticated animals and plants)

[ ]  Use correct common names for Andean bear and American black bear (not “Spectacled bear” or “Black bear”); use subspecific common names only if widely accepted (e.g., grizzly bear, Kermode bear, Gobi bear)

[ ]  Use metric measurements (can convert to miles in paren where it makes sense – e.g., if cell sizes were actually measured in miles)

[ ]  Round numbers to significant digits throughout (numbers that make sense: e.g., it makes no sense to define a study area as 624.45 km2, or an average home range as 10.71 km2).

[ ]  Write all numbers as digits, including numbers <10, except when used to start a sentence (e.g., One bear was killed and 1 person was injured.)

[ ]  Use comma to separate thousands (e.g., 2,500)

[ ]  Use space between numbers and unit of measure (e.g., 25 km2)

[ ]  Convert fractions to decimals or percentages, but bearing in mind significant digits (e.g., 1/3 is 33%, not 33.33%)

[ ]  Cite literature in text in Ursus format in date order (Johnson 2010, Abbott et al. 2012)

[ ]  Use embedded hyperlinks to refer to websites

[ ]  Do not cite figures in text (unlike normal publications where one cites Fig. 1, Fig. 2)

[ ]  Do not embed photos in text

[ ]  1,000 word limit for title, author block, and text (excluding lit cited and figure captions)

**Text content:**

[ ]  Follow a logical order that introduces the article, tells the reader where and when, explains main methods in easy to understand terms, highlights results (if any), and puts it in context

[ ]  Use subheadings if it helps improve understanding, and breaks up a long article

[ ]  Do not provide information that is already well known to bear biologists, such as:

* Andean bears are the only bear in South America
* Sloth bears range across the Indian subcontinent
* Sun bears are Vulnerable on the IUCN Red List

[ ]  Do not try to do a full literature review, unless the topic warrants (e.g., first record of something).

[ ]  For place names, assist the reader by using lat-long or a map (respect international readers who do not know the local area).

**Literature cited** (not Bibliography)(see examples at end of this document):

[ ]  Alphabetical order

[ ]  Ursus format (examples below)

[ ]  Generally should not exceed 12-15 citations

[ ]  Include all (and only) citations in text (cross-check)

[ ]  Cite previous relevant IBN articles

[ ]  Left justified, hanging indent

**Tables:**

[ ]  Insert after lit cited, not embedded in text.

[ ]  Use Word table format, no tabs

[ ]  Use only horizontal lines (no vertical lines)

[ ]  All columns with a heading

[ ]  Include caption that makes sense without reading the full article (including place name and dates)

[ ]  Do not embed table as an image

[ ]  Do not use color or shading

**Figure captions:**

[ ]  Include after lit cited and tables, in same Word file

[ ]  List name of each file, which should be numbered consecutively in recommended order of appearance (e.g., Jones Fig. 1, Jones Fig. 2)

[ ]  Each caption should be in sentence form, mentioning place and date (at least for first one, if there are several)

[ ]  Include photo credit for all photos (under each caption)

**Photos and figures:**

[ ]  Each as a separate file, not embedded in text

[ ]  High (original) resolution, jpg, tiff, or png (at least 300 dpi)

[ ]  Color figures and maps recommended; use large fonts so readable when shrunk to half-page width

[ ]  All articles should have at least 1 photo and/or 1 map, but no more than 5

[ ]  If photos should be grouped together as panels, submit as separate photos (do not put panels together yourself, but indicate suggested arrangement)

[ ]  Need permission to use copyrighted photos or figures (e.g., those already published elsewhere).

**Example literature cited** (also see Recent Literature in any issue of IBN):

**ARTICLE:**

Cremonesi, G., F. Bisi, L. Gaffi, T. Zaw, H. Naing, K. Moe, Z. Aung, M.V. Mazzamuto, A. Gagliardi, L.A. Wauters, D.G. Preatoni, and A. Martinoli. 2021. Camera trapping to assess status and composition of mammal communities in a biodiversity hotspot in Myanmar. Animals 11, 880. <https://doi.org/10.3390/ani11030880>

Ngoprasert, D., D. H. Reed, R. Steinmetz, and G. A. Gale. 2012. Density estimation of Asian bears using photographic capture-recapture sampling based on chest marks. Ursus 23:117–133.

Singh, N., J. Rot, S. Sonone, and N. Dharaiya. 2017. An unusual attractant spurs sloth bear break-ins in Maharashtra, India. International Bear News 26(3): 20-21.

**CHAPTER:**

Bargali, H.S., and B.K. Sharma. 2013. The status and conservation of sloth bear in Rajasthan. Pages 499–504 in B.K. Sharma, S. Kulshreshta and A.R. Rahmani, editors. Faunal heritage of Rajasthan, India: General background and ecology of vertebrates. Vol. 1. Springer Verlag, New York, USA.

**BOOK:**

Brown, D.E. 1985. The grizzly in the Southwest. Documentary of an extinction. University of Oklahoma Press, Norman.

**DOCUMENT:**

Crudge, B., C. Lees, M. Hunt, R. Steinmetz, G. Fredriksson, and D. Garshelis (Eds.) 2019. Sun bears: Global status review & conservation action plan, 2019-2028. IUCN SSC Bear Specialist Group / IUCN SSC Conservation Planning Specialist Group / Free the Bears / TRAFFIC. <http://bit.ly/SunBearActionPlan_2_3>

**RED LIST ACCOUNT:**

McLellan, B.N., M.F. Proctor, D. Huber, and S. Michel. 2017. *Ursus arctos*, Brown bear. The IUCN Red List of Threatened Species 2017: e.T41688A121229971. <https://dx.doi.org/10.2305/IUCN.UK.2017-3.RLTS.T41688A121229971.en>.